



## Reimbursement Checklist NFIP Agent Co-Op Program



Use this checklist as you prepare to submit your documentation for reimbursement

### Newspaper

For reimbursement, include the following:

- ☐ Tear sheet with publication date and location (copies not accepted)
- ☐ Original invoice (must include rates, run dates and times)
- ☐ Printed copy of your co-op confirmation page
- ☐ FloodSmart Training certification showing training within the past two years
- ☐ Co-op Payment Form

### Magazine

For reimbursement, include the following:

- ☐ Tear sheet with publication date and location (copies not accepted)
- ☐ Original invoice (must include rates, run dates and times)
- ☐ Printed copy of your co-op confirmation page
- ☐ FloodSmart Training certification showing training within the past two years
- ☐ Co-op Payment Form

### Radio

For reimbursement, include the following:

- ☐ Original invoice (must include rates, run dates and times)
- ☐ A notarized certification of the run dates and times
- ☐ Printed copy of your co-op confirmation page
- ☐ FloodSmart Training certification showing training within the past two years
- ☐ Co-op Payment Form

### Yellow Pages

For reimbursement, include the following:

- ☐ Tear sheet with location (copies not accepted)
- ☐ Original invoice (must include rates, and publication dates)
- ☐ Printed copy of your co-op confirmation page
- ☐ FloodSmart Training certification showing training within the past two years
- ☐ Co-op Payment Form

### Remittance Information

Send materials indicated to:

NFIP Agent Co-Op Program Administrator  
JWT  
10 Glenlake Parkway  
North Tower, 4th Floor  
Atlanta, GA 30328